SECTION 2 RTL CERTIFICATION

2.1   PURPOSE

This section describes RTL Certification processing. Details on how to complete each RTL requirement are discussed in Section 1.

The RTL Certification documents the accomplishment of applicable Ready to List requirements. A draft RTL Certification documents the status of the various requirements. A final RTL Certification documents that all applicable requirements have been met and the project is RTL. For a project to be deemed RTL, the PE must stamp and seal the final RTL Certification.

2.2   RESPONSIBILITIES

2.2.1   PE

The PE is the registered engineer in responsible charge of the Plans, Specifications and Estimate and is the Engineer of Record signing and sealing the Title Sheet of the Plans. This applies to consultant designed projects.

The PE certifies that the project meets all the criteria for RTL. By sealing and signing the final RTL Certification, the PE certifies that all applicable design, right of way, environmental, regulatory, and statutory conditions have been addressed in the plans, specifications, and estimate. By exercising responsible charge in the certifying RTL, the PE either personally performs the work or has validated the qualifications of any contributing technical specialists and the applicability of their work (per the Board for Professional Engineers and Land Surveyors California Code of Regulations, Title 16, Division 5, §§ 404.1, see appendix D).

Business And Professions Code, Section 6735.5 states, "*The use of the word 'certify' or 'certification' by a registered professional engineer in the practice of professional engineering or land surveying constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied.*"

2.2.2   DESIGN ENGINEER OR MANAGER

The Design Engineer or Manager is the supervisor of the PE. The Design Engineer's or Manager's approval indicates the PE has the knowledge and experience to assure that the RTL requirements are complete.

2.2.3   DOE

Assists the PE in preparing and submitting the RTL Certification.

2.2.4   SOE

Ensures that structure PS&E submittals and responses to draft contract comments to the district office engineers are prepared and processed in conformance with the Department's policies, procedures, adopted standards, and the requirements in this Guide.

2.3   PROCEDURE FOR COMPLETION AND SUBMITTAL

The RTL Certification Input Form (Form) is obtained from the DOE, who can assist in preparing and submitting the Form. The Form is in the Submittal Database that the DOE uses to submit projects to DES-OE. When a project is submitted to DES-OE, the following procedure is used to prepare the RTL Certification.

- The PE obtains a PS&E Submittal Memorandum (Cover Memo) and RTL Certification Input Form from the DOE before submitting a project to DES-OE. The input form contains preparation instructions. The DOE can assist the PE.

- The DOE inputs the information into the Submittal Database and prints either the Draft or Final RTL Certification for completion and signature.

- Projects submitted under Authority to Advertise District Delegation (AADD) require a completed RTL Certification. The PE must seal and sign the RTL Certification before submittal to DES-OE. The RTL Certification must identify that all RTL requirements have been completed.

- Projects submitted for the Deputy Chief - Office Engineer to approve the advertisement (AAOE) receive full processing and require a completed Draft RTL Certification. The PE must sign the Certification, but is not required to place their seal on the Draft. The Draft RTL Certification identifies completed requirements as well as incomplete requirements and target dates for completion. DES-OE will verify that all requirements are complete for projects submitted for full processing. After verification by DES-OE, the DOE prints a Final RTL Certification for the PE to seal and sign. A completed Final RTL Certification must be received in DES-OE for a project to achieve RTL.